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INTER-OFFICE CORRESPONDENCE

Richmond, Virginia

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To: R. A. Fenner **Date:** July 20, 1992

From: E. C. Chambers, S. W. Laffoon and K. A. Mitchell

Subject: Use of Product Audit Samples and Data for the Domestic CI Report

The recommendation to use Product Audit samples and data for the Domestic CI report will save the company money and time. Currently 70 Philip Morris brands are requested monthly from ten cities for the Main CI program. On average, only 50 brands are actually available due to the small window of production dates which can be accepted. By using the Product Audit samples the cost will be greatly reduced compared to purchasing these products from wholesalers. Brands that are not often received from wholesalers (such as menthol brands which have been stored in cold storage and are of older production than that specified in the order letter) will now be readily available for testing.

The Product Audit results on Week Ending samples can be used in the Domestic CI report. Standardized procedures have resulted in comparable data. Elimination of this testing by CTSD will save time and increase capacity. However, data cannot be electronically transmitted at this time and system manipulation is necessary to allow manual data entry.

The Product Audit testing does not encompass all the CI testing and for this reason it is necessary to obtain sufficient sample to complete the testing in CTSD. Table 1 lists those Product Audit tests where results can be used for the Domestic CI Report. Table 2 lists Product Specifications which can be used for the Domestic CI Report. Table 3 lists CTSD analyses which will continue to be performed for complete Domestic CI. This memo describes operational proposals from the staffs of the CI Section of CTSD and the Product Testing Section of Product Audit to arrange for samples and data from Product Audit.

Table 1, Product Audit Test Results to be Used in the Domestic CI Report

Smoke	Paper
FTC Tar	permeability
nicotine	
puffs/cigarette	
Cigarette	**Filter**
total RTD	RTD
circumference	ventilation

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Table 2. Product Specifications to be Used in the Domestic CI Report

Filter
tipping paper length
tipping paper color
filter type

Table 3. Analyses to be Performed by CTSD for the Domestic CI Report

Smoke	Cigarette
filtration efficiency	static burn time
filler rod TPM	length
CO	

Paper	Filter
component type	weight
component percent	fiber denier/shape
	length

Filler	Menthol
total alkaloids	smoke
total reducing sugars	filler
reconstituted tobacco	filter
expanded stems	
expanded tobacco	
weight of tobacco	
rod length	
rod density	

Sample Receiving

1. Product Audit will send ten packs of every Week Ending product from each location that has been manufactured for the domestic market. See Table 4. (Attached)

2. Product Audit will place these ten packs in white cartons supplied by R&D.

3. The cartons will be identified by Product Audit with the Product Audit carton label. In addition, Product Audit will identify the carton with the CTSD prefix. See Table 4. (Attached)

4. Product Audit will deliver these cartons to CTSD weekly.

5. CTSD will store these cartons in L4229 until the end of the month.

6. Brands with 10-30 packs at the conclusion of the month will be stored in L4229.

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7. Brands with greater than 30 packs will be subsampled from all packs received to result in 30 packs representing a random selection from factories and weeks of production. The 30 resulting packs will be placed in L4229.

Timing of Sample Testing

PM samples will be tested with competitors' samples of the same production date. Due to the delay in receiving samples from wholesalers, testing occurs two months following production. Table 5 (Attached) summarizes the dates of production, ordering and reception, testing, and reporting of results.

Sample Logging/Means for Manual Entry of Product Audit Data

Sample logging for the Domestic CI will have two objectives. The first objective enables samples to be tested for those analyses given in Table 3. The second objective is so that data from Product Audit can be manually entered into the database. This is a very unusual use of the CTSD logging function and is not straightforward. Choices for performing manual entry are given below.

CHOICES FOR MANUAL ENTRY

Currently, there is no software link between QA's IBM host and any of the CTSD databases. Incorporation of QA's week ending data into our monthly CI requests will require manual data entry. Two methods, entry to the CI working database (cirpt) and entry to the laboratory database (IDM) are outlined below.

MANUAL ENTRY TO THE CI WORKING DATABASE (cirpt)

The data can be entered directly into the CI working database. Using this method, entry of each data point will require input of production date, brand code, test name and request code. This operation would be performed ten times (TAR, TPM, NIC, H2O, PUFF_CT, TOT_RTD, FLT_RTD, CIRC, CPORO) for each brand. In addition to being labor intensive, this method also jeopardizes the integrity of the CI database. With the manual entry of large amounts of data, the possibility of errors must be considered. The database has no means to identify errors in the entry of production date or request code; therefore, data could be misplaced in the database.

MANUAL ENTRY TO THE LABORATORY DATABASE (IDM)

The second method is to enter the data directly to the (IDM) via grouped and nongrouped barcodes. The QA data would be held on the IDM while the remaining analyses are performed in the CTSD labs. After all testing is completed, the requestor report file containing the full data set could be appended in the usual manner to the CI working database. Special smoking runs would be generated to provide barcodes for the entry of TPM, PUFF_CT, NIC and H2O. One port per brand is required for data entry;

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therefore, a run would accommodate 18 brands. The current software dedicates two ports per run to monitor. A sample template containing only PM brands might simplify the task of producing these smoking barcodes. Data entry would be done through the grouped manual entry option in edt. This requires the entry of an instrument number, test name, barcode (scan), and data value. After the first entry for a test name, the user enters only barcode and value until ready to change to the next test name. If this method is used, all data should be entered under smoking machine #11 and GC #55. The two monitor ports for each run must be satisfied or aborted, for the request to receive final approval and to be exited from the IDM. A monitor value of 99 may be entered through grouped manual entry or the monitor port can be aborted through the grouped editing by group/run option in edt. With this method, the tar value is not entered to the IDM. Tar delivery will be calculated at the time that the requestor report is produced.

Barcodes for the entry of TOT_RTD, FLT_RTD, VENT_PER, CIRC and CPORO could be generated at the same time as all other nongrouped barcodes for the request. These data would be entered through the manual nongrouped data entry option in edt. This software requires entry of test name, barcode (scan), and data value. After the first entry, the user enters only barcode and data value until ready to change to the next test name.

The data may be copied from the IDM at any time to the CI working database by running the requestor report option, followed by the normal append procedure. Manual entry of data to the IDM is labor intensive; however, there is less chance of appending erroneous data to the working CI database. This is the recommended choice for manual entry.

With either method, it would be helpful to receive the data in a format that is easy to follow. This would expedite data entry and eliminate errors. It will also be necessary to cross-reference our brand prefixes with QA's numeric brand codes. A listing of the brands (full name) and our prefixes arranged in alphabetical order is given in Table 4 (Attached). CTSD Sample Receiving will set up a QA sample template in alphabetical order to facilitate the production of barcodes. The example below illustrates the report format that we would prefer from QA for the average monthly data values.

BRAND PREFIX	Tar	TPM	PUFFS	Nic	H2O	TOT RTD	FLT RTD	VENT	CPORO	CIRC
AG6M										
AG8M										
AL6M										
BH8										
BH8B										
BL8										
BU8MB										

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Summary

1. We recommend that Sample Receiving procedures outlined above begin July 1992.

2. We recommend that the July 27 Order Letter to wholesalers no longer requests PM brands.

3. We recommend that Product Audit data from July production be entered into the CTSD database in September 1992. This will match the July production from competitors.

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Attachments

cc: J. Garman
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Central Files

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